

Dalby Christian College Referencing Guidelines

Harvard Method (Information also included in Semester Overviews)

The Reference List

- The reference list is a detailed list of all the sources that you have cited within your work.
- Items are listed in alphabetical order in the reference list according to the main author/editor's surname.

Differences between a Reference List and a Bibliography

- A bibliography is a separate list, presented in the same format as a reference list, however, it includes all the sources you consulted in the preparation of your assignment, not just those you cited.
- In other words, a bibliography presents the same items as a reference list, but it also includes references to all the additional research you carried out, so it shows your extra effort.

Citation/ In-text referencing

You must reference any fact or idea that is not your own

1. Citing Direct Quotations

Specific ideas or direct quotes unique to a particular section of the source require a page number
eg "Responsible breeders produce healthy, well-adjusted cats." (Reagan, 1988, p54)

2. Citing in the text without direct quote

General ideas or themes contained throughout the source only require you to list the author's surname and a year of publication eg (Reagan, 1988)

Type of resource	Details	Bibliography/Reference list example
Book – 1 author	Author. (Year). <i>Title of book</i> . Publisher, Place of publication.	Wilkins, K. (2002). <i>Fireheart</i> . Harper Collins, Sydney.
Book – Multiple Authors	Author1. Et al (Year). <i>Title of book</i> . Publisher, Place of publication.	Canfield, J. et al. (1996). <i>Chicken Soup for the Woman's Soul</i> . Health Communications, Deerfield Beach.
Book - Editor	Editor's Name. (ed.) (Year). <i>Title of book</i> . Publisher, Place of publication.	Cliff, P. (ed.) (2000). <i>The Endless Playground</i> . National Library of Australia, Canberra.
Reference Books	<i>Title of book</i> . (Year). Publisher, place of publication.	<i>Australian Learners Dictionary</i> . (1997). Macquarie University. Sydney.
Journal/Newspaper Articles - author	Author' name,. (Year). Title of article. <i>Title of journal/newspaper</i> . Volume number or Date, Page number	Paterson, C. (2002). Renewable Energy in Antarctica. <i>Australasian Science</i> . Vol. 3, Number 5, June, P26-28.
Journal/Newspaper Articles - no author	Title of article. (Year). <i>Title of journal/newspaper</i> . Date, page number.	Turnbull urged FAI to take bid. (2002). <i>The Australian</i> . 7 May, p 1.
DVD, Video, CD-ROM	<i>Series Title</i> . Series no. <i>Title</i> . (Year). Publisher, Place of publication. Date, Medium:[Format].	<i>Getting There</i> . (1999). Edplus Pty Ltd., Melbourne. Video:[VHS].
Document on Internet	Author's name. (Year). <i>Title</i> . Name of Website Accessed: (access date) <URL>	Holland, M. (1996). <i>Harvard System</i> . Bournemouth University, Poole., accessed 29 th August 2011 < http://www.bournemouth.ac.uk >
Website	Name of Website, (Year) Accessed, <URL>	Beyond blue: the national depression initiative 2010, Accessed 2 June 2010, < www.beyondblue.org.au >
Online images (pictures, maps, cartoons etc)		The Lunar Interior.2000 (Online Image). Available at http://www.planet.jpg (Accessed 28 November 2000)
YouTube	Creator, <i>Title</i> , online video, accessed <URL>	UNSW 2008, <i>Solar star: Nicole Kuepper</i> , online video, YouTube, 1 September, viewed 3 June 2010, < http://youtube.com/watch?v=W8eNeReo-hw >

Sample Reference List

- Australian Learners Dictionary*. (1997). Macquarie University, Sydney.
- Holden, R. (2000). *First Children*
- Lyll, K. (2002). Democracy Leader Set Free. *The Australian*. 7 May, p1.
- World Book Encyclopaedia*. (1992). World Book, London.

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- Australian Learners Dictionary*. (1997). Macquarie University, Sydney.
- Canfield, J. et al. (1996). *Chicken Soup for the Woman's Soul*. Health Communications, Deerfield Beach.
- Clift, P. (ed) (2000). *The Endless Playground*. National Library of Australia, Canberra.
- Getting There*. (1999). Edplus Pty Ltd., Melbourne. Video:[VHS]
- Holland, M. (1996). *Harvard System*. Bournemouth University, Poole. (accessed 29th August 2011).
< <http://www.bournemouth.ac.uk> >
- Hawcroft, T. (1994). *First Aid for Cats*. Landsdowne, Sydney.
- Holden, R. (2000). *First Children*
- Lyll, K. (2002). Democracy Leader Set Free. *The Australian*. 7 May, p1.
- Paterson, C. (2002). Renewable Energy in Antarctica. *Australas*